

Giving to Goshen College through Payroll Deductions

Name _____

ID _____

I authorize the following amount to be withheld from my Goshen College pay as my tax-deductible gift to Goshen College:

Amount each payroll period (twice monthly) \$ _____

Total Yearly amount (per pay period x 24) \$ _____

Starting Date (choose one):

_____ Next payroll period

_____ Begin date (specify) ____/____/____

Ending Date (choose one):

_____ Continue this amount until I let the HR office know otherwise.

_____ End date (specify) ____/____/____

I would like my gifts to go to the following gift category (choose one):

_____ Goshen College Fund

_____ Goshen College Student Aid Fund

_____ Other (specify) _____

My preference for receipts is (choose one):

_____ Please send me a receipt each payroll period (Note that you *must* choose this option if you are giving \$250 or more each payroll period.)

_____ In lieu of a receipt each time, please send me a letter at the end of the calendar year showing my total given to Goshen College for the year. (You can save this letter for tax purposes, along with your last check stub which shows the year-to-date amount withheld.)

Signature _____

Date _____

Instructions: To give to Goshen College through payroll deductions, fill out this form, sign it and return it to the Human Resources Office.

Thank You!

Your gift to Goshen College makes a difference, both in terms of dollars and by increasing our percentage of faculty/staff that give to the institution. Your gift is appreciated.